Organizational Management Transaction Reports – Audit – All Positions, Org and Job Changes

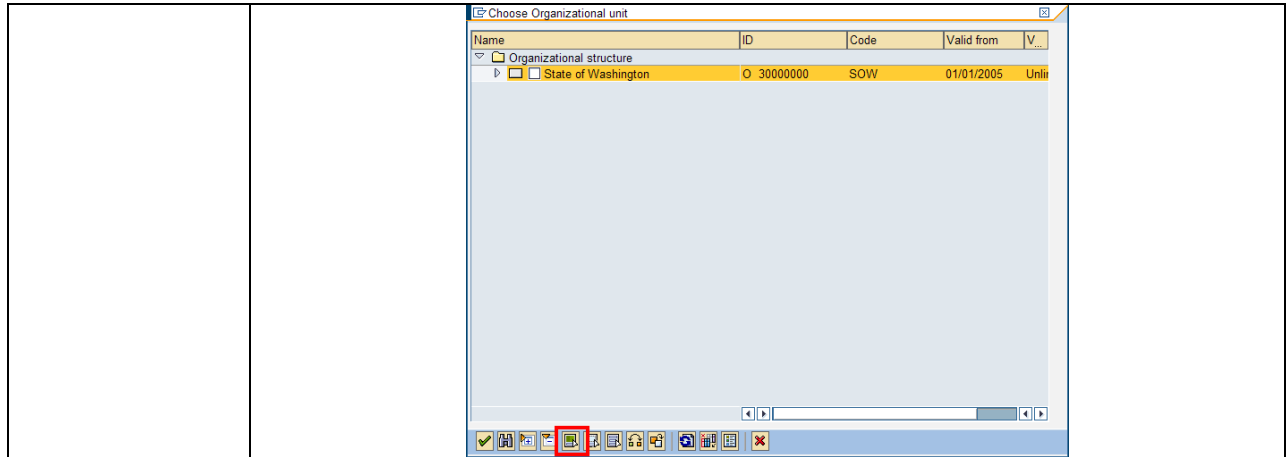|	
Purpose	Use this procedure to view a log of infotype updates made to your agency's positions, organizational units or job classifications within a specified time frame. Information includes who and when the updates were made. **Note:** This report will not show what changes were made, but will indicate what infotype has been updated.
Trigger	Perform this procedure when viewing infotype updates made to your agency's positions, organizational units or job classifications within a specific time frame.
Prerequisites	• The positions, organizational unit, or job classifications must exist.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	**Change Description**
11/4/2009	New procedure created.

Transaction Code   ZHR_RPTOMN01

Helpful Hints	This report does not indicate what exact changes have been made. It provides an indicator of what infotypes have been updated. • When searching by Structure Search, use the (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the *Select subtree option* will select all your applicable options from that subtree.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTOMN01**.

2. In the *Select Report* area, select **All Position, Org and Job Changes**:

3. In the *Selection* area, complete the following fields:

R=Required Entry	O=Optional Entry	C=Conditional Entry
Field Name	R/O/C	Description
Object ID	C	This is the system-assigned number of an object type. 🛈 Click the 🗗 (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. See the Helpful Hints section above for additional information. **Example:** 30000491
Object type	C	This is a type of object, such as position, job, or organization unit. 🛈 Choose the appropriate radio button. **Example:** O (Organizational Unit) or S (Position)
User Id	C	This is the processor's personnel Id number. **Example:** 2000XXXX
Info Type	C	This is a screen that is used to enter employee information and to group related data fields together. It provides audit trails and data for reports and history.

		ℹ️ Click the 🔲 (Matchcode) to open the selection list. **Example:** 1001 (Relationships)

Note: A selection is not required for each field.

4. In the *Period* area, complete the following field:

R=Required Entry	O=Optional Entry	C=Conditional Entry
Field Name	R/O/C	Description
Changed Date	R	This is the actual date in which data was maintained or created on. **Example:** 01/01/2008 to 12/31/9999

5. Click 🕐 (Execute) to execute a process or action.

State of Washington – HRMS All Position, Org and Job Changes

Note: Results are shown in two screenshots. The left side of page and then right side.

State of Washington – HRMS All Position, Org and Job Changes (cont'd)

The above screenshot displays the Info Type (Number), Info Type Name, Object Type, Object ID Number, Object Abbr, Object Title, Effective Start Date, Effective End Date, Transaction Date, Created By (has been hidden for security purposes), To Relationship, To Object Type, To Object Id Number, To Object Abbr, To Object Title, and Planning Status.

6.   You have completed this transaction.

Results
You have generated the All Position, Org and Job Changes report.
Comments
None.